

**A RESOLUTION
BY FINANCE/EXECUTIVE COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ZEP MANUFACTURING COMPANY, UTILIZING THE US COMMUNITIES, NATIONAL CONTRACT NUMBER 2007-118-3034 FOR THE PURCHASE OF CLEANING CHEMICALS AND SUPPLIES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED THIRTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$37,500.00); ALL CONTRACTED WORK WILL BE CHARGED TO AND PAID FROM FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER FY2010 5051 (WATER & WASTEWATER RENEWAL FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5311003 (CHEMICALS) 4430000 (TREATMENT); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") Department of Watershed Management ("Department") desires to purchase cleaning chemicals and supplies; and

WHEREAS, Section 2-1606 of the Code of Ordinances, City of Atlanta ("Code") authorizes the Chief Procurement Officer to procure supplies, services or construction items through contracts established by the purchasing division of the federal government where such contracts and contractors substantially meet the requirements of this article; and

WHEREAS, it has been determined that the procurement of cleaning chemicals and supplies can be secured through Zep Manufacturing Company utilizing US Communities, National Contract Number 2007-118-3034; and

WHEREAS, the Commissioner of the Department of Watershed Management and the Chief Procurement Officer recommend that an Agreement be executed for this purchase in an amount not to exceed Thirty-Seven Thousand Five Hundred Dollars and No Cents (\$37,500.00).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is authorized to execute an Agreement with Zep Manufacturing Company, utilizing US Communities, National Contract Number 2007-118-3034 for the purchase of cleaning chemicals and supplies on behalf of the Department of Watershed Management in an amount not to exceed Thirty-Seven Thousand Five Hundred Dollars and No Cents (\$37,500.00).

BE IT FURTHER RESOLVED, that the City Attorney is directed to prepare and appropriate Agreement for execution by the Mayor.

BE IT FURTHER RESOLVED, that the Agreement will not become binding upon the City and the City will incur no obligation nor liability under it until it has been approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to Zep Manufacturing Company.

BE IT FURTHER RESOLVED, that the funding of the Agreement shall be subject to and expressly contingent upon the City's adoption and approval of the FY 2010 budget and the appropriation of sufficient funds to the associated funding sources.

BE IT FINALLY RESOLVED, that all contracted work will be charged to and paid from Fund Department Organization and Account Number FY2010 5051 (Water & Wastewater Renewal Fund) 170407 (DWM Drinking Water Facility Maintenance) 5311003 (Chemicals) 4430000 (Treatment).

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/Executive

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ZEP MANUFACTURING COMPANY, UTILIZING THE US COMMUNITIES, NATIONAL CONTRACT NUMBER 2007-118-3034 FOR THE PURCHASE OF CLEANING CHEMICALS AND SUPPLIES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED THIRTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$37,500.00) ALL CONTRACTED WORK WILL BE CHARGED TO AND PAID FROM FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER FY2010 5051 (WATER & WASTEWATER RENEWAL FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5311003 (CHEMICALS) 4430000 (TREATMENT); AND FOR OTHER PURPOSES.

Council Meeting Date: May18, 2009

Requesting Dept.: Watershed Management

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

Example: *The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.*

The Purpose of this legislation is to request authorization to use the cooperative agreement with US Communities, National contract number 2007-118-3034 awarded to supplier Zep Manufacturing Company.

2. Please provide background information regarding this legislation.

Example: *The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.*

3. If Applicable/Known:

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services

- (b) **Source Selection:**
- (c) **Bids/Proposals Due:** N/A
- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** N/A
- (f) **Proposals Received:** N/A
- (g) **Bidders/Proponents:** N/A
- (h) **Term of Contract:** N/A

4. Fund Account Center (Ex. Name and number): The blanket purchase agreement amount should not exceed Seventy Five Thousand Dollars (\$75,000) to be funded as follows: FY2010 5051(Water & Wastewater Renewal Fund) 170407 (DWM Drinking Water Facility Maintenance) 5311003 (Chemicals) 4430000 (Treatment) \$37,500.

FY2011 5051 (Water & Wastewater Renewal Fund) 170407 (DWM Drinking Water Facility Maintenance) 5311003 (Chemicals) 4430000 (Treatment) \$37,500.

Fund: _____ **Account:** _____ **Center:** _____

5. Source of Funds: Example: Local Assistance Grant

6. Fiscal Impact: This means a requisition will have to be committed on or about July 1, 2009 for \$37,500. The fund is already budgeted in the FY2010 budget and expected to be approved. The remaining \$37,500 will have to be committed on or about July 1, 2010. This agreement once executed, will run from approximately January 1, 2010 thru December 31, 2010.

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. Method of Cost Recovery: N/A

Examples:

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Phyllis Brown, Buyer



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

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ATLANTA, GEORGIA 30303-0310
Office: (404) 330-6081 • Fax: (404) 658-7194

DEPARTMENT OF
WATERSHED MANAGEMENT
ROBERT J. HUNTER
Commissioner

To: Adam L. Smith, Chief Procurement Officer
Department of Procurement

From: Robert J. Hunter, Commissioner
Department of Watershed Management

A handwritten signature in black ink, appearing to read "Robert J. Hunter", written over the printed name and title.

Date: April 22, 2009

RE: Legislative Request for Cleaning Chemicals and Supplies
Supplier: Zep Manufacturing Company

Please prepare appropriate legislation for Cycle 8 (May 18, 2009) for the blanket purchase agreement for Cleaning Chemicals and Supplies. The Bureau of Drinking Water (BDW) requests authorization to use the cooperative agreement with US Communities, National contract number 2007-118-3034, awarded to Zep Manufacturing Company.

The blanket purchase agreement annual amount shall not exceed \$37,500.00 and is to be funded as follows: **5051** (Water & Wastewater Renewal Fund) **170407** (DWM Drinking Water Facility Maintenance) **4430000** (Treatment). The funds are covered in the FY2010 budget and are expected to be approved. The requisition will be committed on or about July 1, 2009 for \$37,500.00.

Should you have any questions, please feel free to contact Phyllis Reed-Brown, Buyer, at 404- 330-6263 or Gwendolyn J. Carswell, Watershed Manager, at 404- 330-6331.

RH/prb

C: Sheila C. Pierce, Deputy Commissioner- DWM
David Chapman, Deputy Chief Procurement Officer, DOP
Chris Hebbard, Deputy Commissioner- BDW
Benjamin Kuku, Director- BDW
Karla Brown, Accounting Manager- BDW

COURT ORDER

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ORDER NO: 2008 0058

DATE: JANUARY 8, 2008

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED, at a regular meeting of Commissioners Court of Dallas County, Texas, held on the 8th day of January, 2008, on a motion made by Mike Cantrell, Commissioner of District No. 2, and seconded by Kenneth A. Mayfield, Commissioner of District No. 4, the following Court Order was adopted:

WHEREAS, on November 27, 2007 through Court Order 2007-2375, Commissioners Court awarded the national contract for RFP No. 2007-118-3034 Request for Proposals for Cleaning Chemicals and Supplies to Acuity Specialty Products, Inc. dba Zep Manufacturing Company; and

WHEREAS, the company has experienced a name change and requested that the award reflect the new name and signature authority; and

WHEREAS, the initial term of this contract is January 1, 2008 through December 31, 2009 with the option to renew for three (3) additional one (1) year periods

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Dallas County Commissioners Court does hereby amend Court Order 2007-2375 to reflect the name of awarded vendor as Acuity Specialty Products, Inc. d/b/a/ Zep Sales & Service as reflected in the attached master agreement for the period of January 1, 2008 through December 31, 2009 and authorizes the County Judge to sign the attached revised administration agreement, master agreement, and related documents.

DONE IN OPEN COURT this the 8th day of January, 2008.

Jim Foster
Jim Foster, County Judge

Maurine Dickey
Maurine Dickey, District #1

Mike Cantrell
Mike Cantrell, District #2

John Wiley Price
John Wiley Price, District #3

Kenneth A. Mayfield
Kenneth A. Mayfield, District #4

Recommended by:

Shannon S. Brown
Shannon S. Brown, Purchasing Agent

Legislation Summary

Committee of Purview:

Caption

A resolution authorizing the Mayor to execute an appropriate contractual agreement on behalf of the Department of Watershed Management with Zep Manufacturing Company in an amount not to exceed thirty seven thousand five hundred dollars and no cents (\$37,500.00). All contract work shall be charged to and paid from fund account and center numbers: 5051 (Water & Wastewater Renewal Fund), 170407 (DWM Drinking Water Facility Maintenance), 5311003 (Chemicals), 4430000 (Treatment).

Council Meeting Date: May 18, 2009

Legislation Title: Resolution authorizing the Chief Procurement Officer to utilize the US Communities, National Contract number 2007-118-3034 with Zep Manufacturing Company for the purchase of Cleaning Chemicals and Supplies on behalf of the Department of Watershed Management in an amount not to exceed thirty seven thousand five hundred dollars and no cents (\$37,500.00). All contract work shall be charged to and paid from fund account and center number: 5051 (Water & Wastewater Renewal Fund), 170407 (DWM Drinking Water Facility Maintenance), 5311003 (Chemicals), 4430000 (Treatment).

Requesting Department: Department of Watershed Management

Contract Type: N/A

Source Selection: US Communities National Contract #2007-118-3034

Bids/Proposals Due: N/A

Invitations Issued: N/A

**Number of Bids/
Proposals Received:** N/A

Bidders/Proponents:	N/A
Justification Statement:	N/A
Background:	N/A
Fund Account Centers:	5051 (Water & Wastewater Renewal Fund), 170407 (DWM Drinking Water Facility Maintenance), 5311003 (Chemicals) 4430000 (Treatment).
Source of Funds:	N/A
Fiscal Impact:	N/A
Term of Contract:	N/A
Method of Cost Recovery:	N/A
Approval: DOF: DOL:	
Prepared By:	Annette Pllum, Buyer
Contact Number:	404.330.6273

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: _____ Maisha L. Wood _____

Contact Number: _____ (404) 330-6887 _____

Originating Department: _____ Department of Watershed Management _____

Committee(s) of Purview: _____ Finance/Executive _____

Chief of Staff Deadline: _____ April 28, 2009 _____

Anticipated Committee Meeting Date(s): _____ May 13, 2009 _____

Anticipated Full Council Date: _____ May 18, 2009 _____

Legislative Counsel's Signature: _____

Commissioner Signature: _____ & D

Chief Procurement Officer Signature: _____

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ZEP MANUFACTURING COMPANY, UTILIZING THE US COMMUNITIES, NATIONAL CONTRACT NUMBER 2007-118-3034 FOR THE PURCHASE OF CLEANING CHEMICALS AND SUPPLIES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, OFFICE OF SAFETY AND SECURITY, IN AN AMOUNT NOT TO EXCEED THIRTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$37,500.00) ALL CONTRACTED WORK WILL BE CHARGED TO AND PAID FROM FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER FY2010 5051 (WATER & WASTEWATER RENEWAL FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5311003 (CHEMICALS) 4430000 (TREATMENT); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any): \$37,500.00

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) 5/12/09 (date)

Received by Mayor's Office: _____ Reviewed by: _____
(date) (date)

Submitted to Council: _____
(date)